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~~Comptroller~~

Appointment

1. Finance Officer (1.5c(1) CFR)

The Comptroller is responsible for the indoctrination and certification of competence of individuals assigned to field installations as Finance officers.

2. Substitute Finance Officer (1.5c(2) CFR)

The Comptroller is responsible for the indoctrination and certification of competence of individuals assigned to field installations with the responsibility for disbursing and accounting for confidential funds where no Finance Officer has been assigned.

Budget

1. Anticipated Receipts

The Comptroller is responsible for determining the value of unrealized reimbursements or other items of anticipated receipts before making an allotment for obligation or expenditure or permitting them to be used as a basis for incurring obligations.

2. Violation of Regulations

The Comptroller will provide for the assembly of the pertinent information concerning alleged violations of these regulations and will prepare an appropriate report for the Director for transmittal to the President and to Congress when findings show that a violation has been incurred.

Claims

1. Personal Liability (1.4c CFR)

The Comptroller is responsible for making provision for adequate investigation and recommendations to the Deputy Director (Administration) for final action in questions involving personal pecuniary liability or loss or shortage of government funds not properly accounted for.

Confidential Funds

1. Accounting

a. Available Funds (13.0b CFR)

The Comptroller is responsible for determining as soon as practicable after the end of each fiscal year the total of all funds available from all sources, including foreign currency, which were not actually legally obligated prior

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appropriated for the following fiscal year or returned to the Treasury Department.

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c. Unsatisfactory Accountings (11.5 CFR)

The Comptroller is responsible to notify the Deputy Director (Administration) when an individual fails or refuses to submit satisfactory accountings within a reasonable period pursuant to these regulations.

The Comptroller will make a monthly report to the Deputy Director (Administration) concerning the status of all outstanding advances.

2. Allocation

a. General (1.1 CFR)

The Comptroller will be responsible for the allocation of confidential funds required for the administration and operations of the Central Intelligence Agency in such amounts as are approved by the Director based either on action by the Projects Review Committee or other considerations warranting his direct action.

b. Portion of Year

The Comptroller is authorized to allocate funds to cover the needs of an approved operating program for a segment of the Agency for a fiscal year.

3. Emergency Reserve Fund (13.4 CFR)

The Comptroller will establish and maintain a reserve fund in excess of fiscal year appropriations by a total amount to be specified by the Director to provide against emergency requirements.

4. Expenditure

The Comptroller or his designee is hereby authorized to approve for payment the costs of bonds which officers and employees may be required to execute in performance of their official duties.

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5. Invalidated Currencies (10.10 CFR)

The Comptroller is authorized to take final action on requests to adjust or eliminate the book value of invalidated currencies carried on the books of the Finance Branch in those cases where circumstances completely justify such action and no malfeasance of any nature is indicated.

6. Obligation (4.3 CFR)

The Comptroller will coordinate with the appropriate Assistant Director or Staff Chief facts submitted by Agent Cashiers which indicate that the payment of an approved voucher would be improper or illegal.

7. Withholdings from Compensation (10.11 CFR)

The Comptroller, Deputy Comptroller, and the Chief and Deputy Chief, Finance Branch, are authorized to approve, and cause to be effected, withholdings from compensation due unvouchered employees for indebtedness of such employees to the U. S. Government, as provided in Public Law 633, 81st Congress.

Property Accountability

1. Operational Accounts (1.4d CFR)

The Comptroller is authorized to take final action in the write-off of operational accounts in excess of \$500 which have been referred by Assistant Directors.

Travel

1. Dependents (10.8 CFR)

The Comptroller is authorized, where such authority was not previously granted, and upon the recommendation of the appropriate Assistant Director, to approve the travel expenses of dependents and the shipment of household goods and effects, and automobiles for employees who return to the United States for temporary duty or home leave.

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